

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH
SERVICE AREA 3
ARCADIA MENTAL HEALTH CENTER**

TRANSFER OPPORTUNITY

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

Mental Health Clinical Supervisor

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Mental Health Clinical Supervisor in the clinic's Wellness program. The program is currently part of Arcadia's main clinic, but may be moved to the new clinic in the eastern end of the SG Valley within the next year. The Wellness program is committed to recovery-focused interventions, and the supervisor of this program will oversee a multi-disciplinary staff that works in collaboration to foster each client's recovery and independence.

DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Provide clinical and administrative supervision for paraprofessional and clinical staff on client care issues;
- Supervise the Care Clinic;
- Monitor supervisees' time management and direct services to clients;
- Facilitate Wellness staff meetings to discuss client referrals and assignments;
- Participate in the clinic's Quality Assurance efforts by reviewing client records for compliance with Medi-Cal documentation standards and attending the DMH Quality Improvement Committee meetings monthly;
- Participate in weekly Administrative Staff meetings;
- Provide direct clinical services to clients, as needed; and
- Maintain current LPS designation to write 5150 holds as appropriate.

DESIREABLE QUALITIES:

- Experience supervising professional and para-professional staff;
- Strong leadership skills;
- Ability to be flexible with evolving work duties and challenging client situations;
- Strong interpersonal skills with the ability to work and communicate effectively with employees, clients, other community agencies and consumer partners; and
- Strong time management skills.

Interested individuals currently holding the title of Mental Health Clinical Supervisor are encouraged to submit their resume to the address below by June 5, 2015. Please submit your resume, Performance Evaluations and Master Timecard for the last 2 years.

Fax or Email information to:

Elizabeth Gross, Ph.D.

egross@dmh.lacounty.gov

Phone number: (626) 821-5858 *** Fax number: (626) 821-0858